



DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SERVICES CENTER
74 WASHINGTON AVE N
BATTLE CREEK MI 49017-3084



CHANGE NO. 2
DoD 4100.39-M

CH 2
DoD 4100.39-M-
Volume 1-CHG-2

BASIC A309 941

DLSC-VPH
1 October 1996

FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 1, DoD 4100.39-M, 1 October 1994, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by ***bold-face italic*** type. Deletions are indicated in the Significant Changes paragraph below.

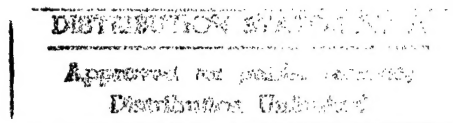
	<u>REMOVE OLD</u>	<u>INSERT NEW</u>
Appendix 1-4-A	1 and 2	1 and 2
Appendix 1-4-C	1 and 2	1 and 2
Appendix 1-4-D	1 and 2	1 and 2
Appendix 1-4-E	1 and 2	1 and 2
Chapter 7	1.7-5 and 1.7-6	1.7-5 and 1.7-6

II. SIGNIFICANT CHANGES

A. The page changes are effective upon receipt.

B. Changes for the entire manual this quarter and the applicable change number for each affected volume are: Change 2 to volume 1, change 6 to volume 4, change 8 to volume 6, change 9 to volume 8, change 9 to volume 9, and change 10 to volume 11. New basics have been provided for volumes 2, 10 and 13.

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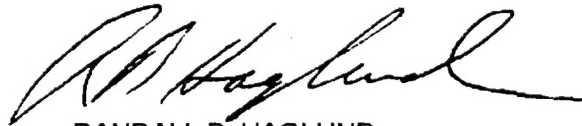
DLSC - The Key to Readiness

DTIC QUALITY INSPECTED 1

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DoD 4100.39-M
Volume 1

III. This change sheet will be filed in front of volume 1 for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR:



RANDALL B. HAGLUND
Colonel, USMC
Commander
Defense Logistics Services Center

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CHAPTER 4
APPENDIX 1-4-A
SERVICE/AGENCY CONTACT POINTS

Executive Director
Logistics Support Activity
ATTN: AMXLS-CM
Redstone Arsenal, AL 35898-7466

Commander, Cataloging & Standardization Center
ATTN: *PCM*
Federal Center
74 Washington Ave N
Battle Creek, MI 49017-3094

Headquarters
HQMC (LPP-2)
2 Navy Annex
Washington, DC 20380-1775
DSN 226-1051/1052

GSA/*FSS*
Cataloging Division
ATTN: *FCSC*
Washington, DC 20406

Federal Aviation Administration
Material Management Division
ATTN: ALM-300
800 Independence Ave., S.W.
Washington, D.C. 20591

Director, Defense Logistics Agency
ATTN: *MMLZS*, Room 4146
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221

JLSC MMF
1864 Fourth Street STE 1
Wright-Patterson AFB, OH 45433-7131

Defense Medical Logistics Standard Support AIS
Program Office
5109 Leesburg Pike
Skyline 6 Suite 502
Falls Church, VA 22041

Commandant, U.S. Coast Guard
ATTN: G-SLP
2100 2nd Street, S.W.
Washington, DC 20593-0001

Commander
U.S. Naval Supply Systems Command
ATTN: SUP41242A
PO Box *2050*
Mechanicsburg, PA 17055-*0791*

Field Command
Defense *Special Weapons* Agency
ATTN: *DSWA/FCPNF*
1680 Texas Street S.E.
Kirtland AFB, NM 87117-5669

Director, National Security Agency
ATTN: L114, SAB #4
9800 Savage Rd, Ste 6619
Fort George G. Meade, MD 20755-*6619*

Department of Veterans Affairs
Hines Service and Distribution
Item Management Division
P.O. Box 27
Hines, IL 60141-0027

Commanding Officer
Naval Inventory Control Point
Code M0418
PO Box 2020
Mechanicsburg, PA 17055-0788

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SERVICE/AGENCY CONTACT POINTS

Chief, Int'l Codification Div
ATTN: DLSC-SD
74 Washington Ave N
Battle Creek, MI 49017-3084

HQ Defense Mapping Agency
Operations Directorate
Distribution Division
8613 Lee Highway
Mail Stop A12
Fairfax, VA 22031-2137

National Weather Service
Logistics Management Section SSMC2
W/OSO322
1325 East West Highway
Silver Springs, MD 20910-3280

FOR PASSTHROUGH:

DLA Systems *Design* Center
ATTN: *DSDC-MM*
P.O. Box 1605
Columbus, OH 43216-5002

Defense Automated Add Sys Cmd
ATTN: Steve Norman
1080 Franklin Street
Dayton, OH 45444-5320

CASC/POM
ATTN: Mike Eddy
74 Washington Ave N
Battle Creek, MI 49017-3094

Executive Director
USAMA Logistics Spt Acty
ATTN: AMXLS-CM
Redstone Arsenal, AL 35898-7466

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APPENDIX 1-4-C
GUIDANCE FOR PREPARING DD FORMS 2021 AND 2021-1

1. **General.** All requests for system modification will be documented on DD Form 2021 and DD Form 2021-1. If the space provided is inadequate, continue on plain bond paper beginning with the title and control number on each additional page.

2. **Title.** Enter a short and concise title describing the proposed change.

3. **Control Number.** A nine-position alphanumeric number will be assigned to each FLIS System Change Request (SCR) by the initiating activity. Initiating activities will maintain a control register to assure sequential assignment of control numbers. The control number is constructed as follows:

XX	XXXXX	XX
Activity	Julian Date	Serial Number

a. **Activity.** A two-digit alpha code used to identify the initiating activity:

Code	Activity
CA	National Weather Service
DA	Army
DF	Air Force
DG	National Security Agency
DH	Defense Nuclear Agency
DM	Marine Corps
DN	Navy
DP	Defense Mapping Agency
DS	Defense Logistics Agency (DLA-CAN/MM)
GE	Federal Aviation Administration
GP	Coast Guard
TG	General Services Administration
VA	Veterans Administration
ZA	DLA-MMLX - Federal Catalog Program
ZB	Military Traffic Management Command - Freight Classification

Code	Activity
ZC	DLA-MMLX - Interchangeability and Substitutability
ZD	DLA-MMLDC - Item Management Coding/Logistics Reassignments/Supply Support Requests
ZE	Defense Reutilization and Marketing Service (DRMS)
ZF	DLSC (Logistics Information Distribution Directorate)
ZG	DLSC (Logistics Information Distribution Directorate)
ZH	DLSC (all other directorates)
ZI	DLA-CANM - Defense Automatic Addressing System
ZJ	Demil
ZZ	Other activities not assigned a Major Organizational Entity (MOE) Code or functional manager Z-code

b. **Julian Date.** A five-digit numeric code representing the date of preparation of the SCR, constructed as follows:

First two positions will represent the last two digits of the year. Positions 3, 4, and 5 will represent the numeric day of the year. For example, 1 December 1994, would be represented by the code 94335.

c. **Serial Number.** Enter a consecutively assigned number, beginning with 01 for each change in Julian date.

4. **Part I. Routing and Approval/Disapproval.** This part of the form will be used to expedite the routing of the proposal and to indicate approval/disapproval action. All approval/disapproval actions must be signed by an individual authorized to represent the requesting/evaluating activity. Final approval/disapproval action for implementation must be signed by the Federal Logistics Information

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GUIDANCE FOR PREPARING DD FORMS 2021 AND 2021-1

System (FLIS) administrator or designated agent. Electronic signature and transmission is also acceptable. Letters of transmittal are not required for processing of SCRs.

5. **Part II. Requested FLIS Modifications.**

a. **Block 1. Background/Facts Bearing on the Proposal.** This block should identify the references and the policy decisions that were the basis for defining the scope of the change. For instance, if the SCR is the result of a meeting or letter, or the result of a joint tasking, state which meeting, when, where, who the sponsor is, and the exact tasking. If the SCR is a result of a meeting or joint tasking, include a list of the attendees. References to internal correspondence and regulations will not be used. To facilitate understanding, specific paragraphic type references can be incorporated throughout the text of the proposed change (block 5). It should also identify whether the SCR has minor or major impact to Service/Agency (S/A) support systems

b. **Block 2. Proposed Implementation Date.** Enter the proposed implementation date, taking into consideration the coordination cycle for approval of the SCR and the time frames required for implementation.

c. **Block 3. Priority.** Enter the appropriate priority, as follows:

(1) **Routine Minor.** An SCR requiring at least 60 calendar days for S/A coordination and distribution of the system change by DLSC a minimum of 180 days prior to implementation. A routine minor SCR requires a **minimum** of 370 days from date of submission of the SCR to final implementation.

(2) **Routine Major.** An SCR requiring from 61-120 calendar days for S/A coordination and distribution of the system change by DLSC a minimum of 240 days prior to implementation. A routine

major SCR requires a **minimum** of 430 days from date of submission of the SCR to final implementation.

(3) **Expedite.** An SCR requiring at most 60 calendar days for S/A coordination and distribution of the system change by DLSC a minimum of 90 days prior to implementation. An expedite SCR requires a **minimum** of 198 days from date of submission of the SCR to final implementation.

(4) **Emergency.** An SCR required to maintain the operational status of FLIS. (See paragraph 1.4.3.a.(5).)

d. **Block 4. Justification.** Provide detailed justification for assignment of an expedite or emergency priority.

e. **Block 5. Recommended Description of Change.** The following paragraphs indicate the level of detail to be provided:

(1) **General Objectives.** Establishes in narrative form a description of the overall system objectives to be accomplished by the system change for the function being served. Establishes what is to be done without stating specific criteria to be met in accomplishing the automatic data processing (ADP) needs of the function.

(2) **Specific objectives** should include, as a minimum, functional statements that delineate what shall be accomplished to ensure that the general objectives are met to the satisfaction of the functional manager. The following elements of detail will be included as specific functional requirements:

(a) **Input.** Cite who the data shall be received from and what elements of data shall be input to FLIS to satisfy the objective. When constrained by other functions or systems, the configuration of the data element may be identified (new Data Record

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ACTIVITIES TO RECEIVE INFORMATION COPIES OF SCRs AND SANs

Commander
U.S. Army Materiel Command
ATTN: AMCIO-TS
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

Commander
USAMC Systems Integration and Management
Activity
ATTN: AMXAL-H
P.O. Box 1578
St. Louis, MO 63188-1578

Commander (Code 851)
Marine Corps Logistics Base
814 Radford Blvd
Albany, GA 31704-1128

Commander of DLA Systems *Design* Center
ATTN: **DSDC-MMO**
P.O. Box 1605
Columbus, OH 43216-5002

Defense Logistics Agency
MMLXC
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221

Commanding Officer
Naval Inventory Control Point
Code 0424
P.O. Box 2020
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788

Commanding Officer
Naval Inventory Control Point
Code 0421
700 Robbins Avenue
Philadelphia, PA 19111-5098

Commander, DLA Systems *Design* Center
ATTN: **DSDC-RD**
P.O. Box 1605
Columbus, OH 43216-5002

Director
Strategic Systems Programs
ATTN: SP206
1931 Jefferson Davis Highway
Arlington, VA 22241-5362

Director
Strategic Systems Programs
c/o Vitro Corporation
ATTN: Code MSD
45 West Gude Drive
Rockville, MD 20850-1160

Commander
Defense *Supply Center Columbus*
ATTN: **DSCC-EIST**
Columbus, OH 43216-5000

Commander
Defense Supply Center Columbus
ATTN: DSCC-RPS
Columbus, OH 43215-5000

Commander
Defense Supply Center Richmond
ATTN: DSCR-RPM
Richmond, VA 23297-5000

Commander
Defense Industrial Supply Center
ATTN: DISC-LR
700 Robbins Avenue
Philadelphia, PA 19111-5096

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APPENDIX 1-4-D
ACTIVITIES TO RECEIVE INFORMATION COPIES OF SCRs AND SANs

Commander
Defense Personnel Support Center
ATTN: DPSC-ZS
2800 South 20th Street
Philadelphia, PA 19101-8419

Defense *Special Weapons* Agency
ATTN: DSWA/LELD
6801 Telegraph Road
Alexandria, VA 22310-3398

NASA Headquarters
Logistics Management Office
Code JLG
Washington, DC 20546-0001

Commander
HQ Air Force Materiel Command
ATTN: LGIM
Wright-Patterson Air Force Base, OH 45433-5006

Commanding Officer
U.S. Coast Guard Supply Center, Baltimore
ATTN: Code 320
707 East Ordnance Road
Baltimore, MD 21226-1791

Commanding Officer
U.S. Coast Guard Supply Center, Curtis Bay
ATTN: Code 4220
2401 Hawkins Point Road
Baltimore, MD 21226-1797

Commanding Officer
U.S. Coast Guard Aircraft
Repair and Supply Center
ATTN: ARSCDM
Elizabeth City, NC 27909-5001

Mike Monroney Aeronautical Center
ATTN: AAC-400
P.O. Box 25082
Oklahoma City, OK 73125-0082

National Weather Service
Logistics Mgmt Section SSMC2
W/OSO322
1325 East West Highway
Silver Springs, MD 20910

Commanding Officer
Navy Fleet Material Spt Ofc
ATTN: FMSO 9612
5450 Carlisle Pike
P.O. Box 2010
Mechanicsburg, PA 17055-0787

DLA Systems Design Center
DAASC
ATTN: DSDC-SSL
Gentile Station
1080 Franklin Street
Dayton, OH 45444-5320

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FLIS FUNCTIONAL MANAGERS

FUNCTION	FUNCTIONAL MANAGER	ADDRESS
Federal Logistics Information System	<i>Assistant Executive Director, Engineering, Quality and Standardization</i>	Director Defense Logistics Agency MMLX 8725 John J. Kingman Rd, Fort Belvoir, VA 22060-6221
Item Management Coding and Logistics Reassignments	<i>Assistant Executive Director, Migration Programs, CIT Team</i>	Director Defense Logistics Agency MMLOC 8725 John J. Kingman Rd, Fort Belvoir, VA 22060-6221
DoD DEMIL	<i>Assistant Executive Director, Disposal Program</i>	Director Defense Logistics Agency MMLC 8725 John J. Kingman Rd, Fort Belvoir, VA 22060-6221
Source of Supply (SoS)	Executive Director, Defense Automatic Addressing System Center	Defense Automatic Addressing Systems Center 1080 Franklin St. Dayton, OH 45444-5320
DoD Interchangeability and Substitutability (I&S) Family Data	<i>Assistant Executive Director, Engineering Quality and Standardization</i>	Director Defense Logistics Agency MMLX 8725 John J. Kingman Rd, Fort Belvoir, VA 22060-6221

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FLIS FUNCTIONAL MANAGERS

FUNCTION	FUNCTIONAL MANAGER	ADDRESS
Personal Property Reutilization	<i>Assistant Executive Director, Logistics Systems Development, Supply Service Center and Federal Systems Team</i>	Director Defense Logistics Agency MMLZS 8725 John J. Kingman Rd, Fort Belvoir, VA 22060-6221
Freight Classification	Chief, Tender and Classification Branch, Negotiations Division, Directorate of Inland Traffic, Military Traffic Management Command	Commander Military Traffic Management Command ATTN: MT-INN-T5611 5611 Columbia Pike Falls Church, VA 22041
Packaging	<i>Assistant Executive Director, Policy Systems and Engineering, Logistics Policy (Logistics Management), Distribution Management Team</i>	Director Defense Logistics Agency MMLSD 8725 John J. Kingman Rd, Fort Belvoir, VA 22060-6221
MEDALS	Chief, On-Line Logistics Systems Manage- ment Division, Directorate of Logistics Information Distribution	Commander Defense Logistics Services Center ATTN: DLSC-V 74 Washington Ave N Battle Creek MI 49017-3084

of the input and mode and media desired for the output.

(5) Benefits expected from the test.

(6) If the test is requested as the result of a problem, is the problem major, critical, or routine in accordance with volume 2, chapter 6.

c. It should be noted that a request for a mini interface test to pinpoint a problem, will not be made in lieu of reporting a problem in accordance with volume 2, chapter 6, but may supplement the problem report.

d. DLSC will process the test transactions against the STDB as time permits, however, turn-around time will not exceed one week. The test will be processed using current DLSC production programs and support files.

1.7.10 Reporting of Interface Test Effectiveness

a. Following the conclusion of each interface test, each participant is requested to forward a letter to DLA, ATTN: DLA-E, referencing the test and evaluating its effectiveness in terms of benefits derived, problems encountered, and lessons learned that will assist DLA-E and DLSC in evaluating the interface test capability and possible enhancing its effectiveness in the future.

b. DLSC will also provide evaluations of the interface test to DLA-ZS to assist in the overall evaluation.

1.7.11 Interface Test Coordinators

AGENCY	MAILING ADDRESS	COORDINATOR
DLSC	Commander Defense Logistics Services Center ATTN: DLSC-BB Federal Center Battle Creek, MI 49017-3084	Mr. Joe Domenico DSN 932-4085
DLA Centers	Commander Data System Automation Center ATTN: DSAC-MLC P.O. Box P1605 Columbus, OH 43216	Mr. Will Feil DSN 850-4122
Army	Executive Director Logistics Support Activity ATTN: AMXLS-RWD Redstone Arsenal, AL 35898-7466	Ms. Beverly L. Van Brakle DSN 645-0784

AGENCY	MAILING ADDRESS	COORDINATOR
Navy	Commander Navy Fleet Material Support Office ATTN: Code 9612 5450 Carlisle Pike Mechanicsburg, PA 17055	Ms. Shelia Godfrey DSN 430-6513
Air Force	Commander HG Air Force Logistics Command ATTN: MMIPC Wright-Patterson Air Force Base. OH 45433-5001	Mr. Joe Welsh DSN 787-5553
Marine Corps	Commander Marine Corps Logistics Base Code 851-1 814 Radford Boulevard Albany, GA 31704-1128	Zelda Collins DSN 567-6414/5
DNA	Commander Field Command Defense Nuclear Agency Kirkland AFB, NM 87115	Mr. Fernando Alvarado DSN 246-8421
GSA	GSA/FSS Cataloging Branch ATTN: FCRL Washington, DC 20406	<i>Mr. Charles Long</i> DSN 305-7528
Coast Guard	U.S. Coast Guard Headquarters 2100 Second St., S.W. ATTN: COMDT (G-ELM) Washington, DC 20593-0001	Ms. Cathy Pastore FTS 267-0656 (202)267-0656